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## 1. INTRODUCTION

The purpose of these Regulations is to **guarantee the safety of users** on the different campuses of the Universidad Europea de Madrid with regard to pedestrian access routes, whether on foot or by any type of means of transport.

These regulations shall be applicable to all members of the University Community, both employees and students, deriving, in case of non-compliance, the corresponding responsibilities according to the sanctioning regime applicable to the effect.

With this, it is intended to mitigate **the consequences that the actions of users may have for their own safety and for the rest of the members of the University Community, within the context of traffic and driving.**

**Users** are understood to be persons who are, transit through, use or dispose of the facilities that comprise the various campuses of the Universidad Europea de Madrid, including but not limited to: employees, students, workers and contractors who provide services in the facilities of the campuses and visitors.

## 2. DEFINITIONS

The types of vehicles that mostly enter the facilities of the Campuses of the European University of Madrid are the following:

**Bus:** Automobile vehicle with more than 9 seats, intended for public transportation on a fixed route within a town.

**Coach:** Motor vehicle with more than 9 seats, intended for passenger transport by road.

**Passenger car:** Motor vehicle intended for the transport of persons, with at least four wheels and a maximum of nine seats including the driver, normally for private use.

**Bicycle:** Two-wheeled vehicle with a seat for the driver that moves by traction from the driver's legs by means of pedals.

**Electric bicycle:** Two-wheeled vehicle with a seat for the driver that can be moved by traction from the driver's legs by means of pedals, and that has an electric motor attached to it to help it move forward.

**Motorcycle:** A two-wheeled vehicle with a seat for the driver and a passenger, powered by a combustion engine.

**Scooter:** A Personal Mobility Vehicle (PMV) with one or more wheels equipped with a single seat and propelled exclusively by electric motors with a maximum design speed of between 6 and 25 km/h.

**Pedestrians:** Pedestrians are users who travel on foot on the access roads to EU campuses.

**PMV:** Personal Mobility Vehicle: electric scooters, electric unicycles, electric scooter, hoverboard, Segway.

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### 3. REGULATION

#### 3.1 APPLICABLE REGULATION

These Regulations are approved in accordance with the following current regulations:

- Law on Traffic and Road Safety, Passed by Royal Decree 6/2015 of October 30, in the subject of the points-based driving license and permit.
- Law on Civil Liability and Insurance in the Circulation of Motor Vehicles.
- Subsequent partial modifications of the previous regulations.
- Municipal Ordinance on Circulation and Traffic of Villaviciosa de Odón.
- Sustainable Mobility Ordinance of the Madrid City Council.
- Regulatory Ordinance on Mobility of the City Council of Alcobendas.
- Royal Decree 970/2020 of November 10, amending the General Traffic Regulations and the General Vehicle Regulations in the subject of urban traffic measures.
- Internal rules of the Universidad Europea de Madrid.

In accordance with these regulations, it is understood that, at all times, on the roads of the Universidad Europea de Madrid:

- The Traffic and Road Safety Code is in force.
- The circulation permits of the users must be in force.
- Vehicles must be safe for their drivers and the rest of the users of the facilities of the Universidad Europea de Madrid.

#### 3.2 REGULATORY SPECIFICATIONS ACCORDING TO THE VEHICLE:

##### 3.2.1 Electric Scooter and other VMP (personal mobility vehicles):

- On the campuses of the Universidad Europea de Madrid where there is vehicular traffic, VMPs may only circulate on the roadways, being forbidden to circulate on pedestrian walkways.
- The speed of these vehicles must be between 6 and 25 km/h.
- Only one person may ride on them.
- VMPs, including scooters, must comply with the technical characteristics set out in the DGT Manual for VMPs, and must have been certified by competent bodies.
- Scooter drivers are subject to the same maximum alcohol limits allowed by the Road Safety Law.
- It is forbidden to drive VMP under the influence of drugs, narcotics or any other psychotropic substance.
- It is forbidden to drive with headphones on, as well as to use a cell phone or any other device while driving.
- It is Compulsory to have front and rear lights if you plan to ride at night.
- Regarding the use of helmets, the provisions of the applicable regulations in each of the municipalities where the Campus is located in which VMP is allowed to circulate on public roads shall be observed. In the absence of specific municipal regulations, the provisions of the Traffic and Road Safety Law will be followed, and **the use of helmets is Compulsory.**



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- **It is forbidden to introduce VMP in any of the buildings inside the buildings of the campuses of the Universidad Europea de Madrid.**
- VMPs shall be parked in the areas designated for this purpose on each of the campuses of the Universidad Europea de Madrid, which shall always be outside the campuses. They must be secured with anti-theft mechanisms by their owners.

**Villaviciosa Campus:** the Field closest to the scooter parking lots located near the entrances of each building.

**Alcobendas Campus:** In the specific areas outside the building.

**CUO and University Health Clinic Madrid:** On the sidewalks if possible, without hindering access to the establishments.

**Campus Creativo:** On the sidewalks if permitted by the applicable municipal regulations, without hindering access to the establishments and buildings.

- It is strictly forbidden to carry out VMP loading inside buildings.
- In case of a traffic accident inside the Campus of the Universidad Europea de Madrid, the Director of Security of the University will be notified as soon as possible.

### 3.2.2 Bicycles and electric bicycles:

- On the campuses of the Universidad Europea de Madrid where there is vehicular traffic, bicycles and electric bicycles may only circulate on the right shoulder of the roadway, and circulation on pedestrian walkways is prohibited.
- The speed of these vehicles must be between 6 and 25 km/h.
- Electric bicycles must have front and rear brakes.
- Both types of bicycles shall have front and rear lights, as well as a reflective element (vest) for the driver, especially if they are to be ridden at night.
- Drivers of bicycles and electric bicycles are subject to the same maximum rates of alcohol permitted by the Road Safety Law.
- Drivers of bicycles and electric bicycles may not drive under the influence of drugs or any other psychotropic or narcotic substance.
- It is forbidden to drive with headphones on, as well as to use a cell phone or any other device while driving.
- The use of helmets is regulated by the Management Board:
  - Compulsory whenever driving on the road.
  - It will be recommended on urban roads for those over 18 years of age.

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- The parking of bicycles and electric bicycles will be done in the areas provided for this purpose in each of the campuses of the Universidad Europea de Madrid, always outside. They must be secured with anti-theft mechanisms by their owners.
- In the event that the bicycles of both types are rented, they will be deposited for collection by the corresponding rental service in:

Villaviciosa Campus: the Field closest to the bicycle parking lots located near the entrances of each building.

Alcobendas Campus: In the specific areas outside the building. CUO and University

Health Clinic Madrid: On the sidewalks without hindering access to the facilities.

Creative Campus: On sidewalks if permitted by applicable municipal regulations, without hindering access to establishments and buildings.

access to establishments and buildings.

- It is forbidden to enter the buildings of the Campus of the Universidad Europea de Madrid with bicycles and to charge them indoors, in the case of electric bicycles.
- In the event of a traffic accident inside the Campus of the Universidad Europea de Madrid, the Director of Security of the University will be notified as soon as possible.

### 3.2.3. Automobiles, cars and motorcycles:

- The current regulations on Traffic and Road Safety on the roads inside the Campuses of the Universidad Europea de Madrid will apply.
- **The speed on the roads of the UE Campuses is limited to 30km/h.**
- The parking of private vehicles will be exclusively in the parking spaces designated for this purpose on those campuses that have parking, taking into account:

#### Parking spaces reserved for electric vehicles:

There is a network of parking spaces **exclusively for electric vehicles**, and with access to recharging points, parking in these spaces being prohibited for conventional motor vehicles.

#### Parking spaces reserved for people with reduced mobility:

There are spaces conveniently signposted and distributed throughout the different parking lots of the campus buildings. They will be exclusively available to holders of a parking card for people with disabilities.

#### Parking spaces reserved for special needs:

They will be made available at the request of those persons who need them on the Villaviciosa and Alcobendas Campuses, with prior authorization from the Director of Security.

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Damages or damages due to driving:

In case of causing damage or damage to other vehicles or any elements, interior or exterior, property of the Universidad Europea de Madrid, the Security Service will be notified. Likewise, any damage declared by vehicle users who consider that such damage has occurred inside any of the campuses of the Universidad Europea de Madrid will be subject to research.

In the event of a traffic accident inside the UE Campuses, the Security Director will be notified as soon as possible, who will proceed according to his Competencies.

3.2.4. Buses:

- All traffic and road safety regulations will be applicable on the roads inside the campuses of the European University of Madrid.
- **The speed on the roads of the EU Campuses is limited to 30km/h.**
- **The entry and parking of these vehicles must be previously requested and authorized by the Security Directorate.**  
**Management Board.**

3.2.5. Buses:

BUSUP SERVICE:

- The transport service provided by the company BUSUP is the only one authorized for the entrance to the grounds of the Villaviciosa and Alcobendas UE Campuses for the transport of users.

The use of this service can be consulted in the Universidad Europea BUSUP Pass Purchase Manual.

<https://universidadeuropea.com/noticias/llega-busup-un-servicio-de-transporte-directo-campus-de-villaviciosa-moncloa/>

INTERCITY BUSES:

VILLAVICIOSA:

- There are intercity bus lines with arrival at the Madrid campuses.

3.2.6. Pedestrian access:

- The regulations on Traffic and Road Safety applicable to pedestrians on the roads and pedestrian walkways inside the Campus of the Universidad Europea de Madrid shall apply.
- Pedestrian access must not be gained through carriage gates intended exclusively for vehicles.

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#### 4. SANCTIONING REGIME

In the event that the Universidad Europea de Madrid Security team detects that any infraction of the provisions contained in these Regulations has been committed, either by an employee or by a student, it will report it to the Security Management Board.

Additionally, if the infraction committed consists of parking any type of vehicle (VMP, bicycles and electric bicycles, automobiles and motorcycles) in areas not authorized for this purpose, the security team will notify the offender by placing a sticker on the corresponding vehicle.

The Management Board of Security of the Universidad Europea de Madrid will prepare the corresponding report detailing the infraction committed and to which may be attached as much evidence as deemed appropriate.

Additionally, if the infraction committed consists of an improperly parked vehicle obstructing or hindering a traffic lane or impeding the maneuvering of another properly parked vehicle, the Director of Security will proceed to call the Local Police so that, in the exercise of the Competencies that are proper to him, he may take the appropriate measures, including, if necessary, the removal of the vehicle by towing service.

In the event that the infringement of the provisions of these Regulations has been committed by University employees, the Director of Security shall submit the report to the Human Resources Department of the University so that, after processing the appropriate procedure, the corresponding sanction may be applied to the employee, if applicable.

In the event that said infraction has been committed by a student of the Universidad Europea de Madrid, the Director of Security will submit the report to the Disciplinary Committee so that, after processing the appropriate disciplinary file **through the abbreviated procedure foreseen for traffic infractions in the Rules of Coexistence of the Universidad Europea de Madrid**, the corresponding sanction, if applicable, will be applied to the student.